



Mendocino College

Cooperative Work Experience Education Student Documents

Dan Jenkins, Director
Cooperative Work Experience Education

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Mendocino College
COOPERATIVE WORK EXPERIENCE EDUCATION

COURSE INSTRUCTIONS

The following instructions outline the requirements for successful completion of Cooperative Work Experience Education (CWEE). This information and the required forms can also be found on the website (go to www.mendocino.edu; click on “For Students” then click on “Work Experience”; navigate from there). If you have any questions, call the CWEE Office at 468-3047 (Ukiah and Willits) or 263-4944 (Lakeport). Please note that all assignments should be completed using the online forms, otherwise they **MUST BE TYPED**. Refer to the Student Assignment Worksheet for due dates of all assignments.

ORIENTATION:

ALL students are required to attend an orientation meeting*. You will find the dates/times in the “Work Experience Course Schedule”. **Please SIGN UP for ONE orientation**; there will be sign-up sheets outside the CWEE office (room 1200 in MacMillan Hall in Ukiah; go to the Admissions window in Lakeport and Willits for sign-up). Seating for these orientations is limited, so be sure to sign-up early to ensure a place in your first-choice date and time. Late enrollees must make arrangements with the CWEE office for an alternate Orientation day/time. **You must be on time for these orientations**; these orientations begin exactly on time! If you are even a couple of minutes late you will not be allowed into the orientation session and will have to make arrangements to attend the next scheduled orientation.

*A student may be excused from an orientation if the following conditions are met:

- The student completed CWE the previous semester with a grade of "A".
- By the date and time of the final scheduled orientation of the current semester, the student is enrolled in CWE, has
- submitted a signed application and has submitted draft objectives that generally meet the course requirements for
- learning objectives
- After submitting the application and learning objective(s), the student has communicated with the CWE instructor and received permission to skip the orientation.
- The student agrees to meet with the instructor during the semester when the instructor visits with the employer.

CWEE APPLICATION

All students enrolled in CWEE are required to submit an application. This form provides us with all the information we need to contact you and your employer and helps us confirm that you are enrolled in the correct section of CWEE. After completing this form on-line you will need to print it, sign it and have it signed by your employer/supervisor before it is submitted to the CWEE office. It is important that you complete all information on the application and submit this on or before the due date. It is possible that you will be dropped from the CWEE course if the application is not submitted in a timely fashion.

WORK EXPERIENCE OBJECTIVES

Objectives are the core of the CWEE learning experience. The number of objectives required coincides with the number of units attempted; that is, a 1-unit course requires one objective, 2 units require 2 objectives, 3 units require 3 objectives, etc. The objective must be challenging, just as you would expect in a college course. “College-level” learning means:

- **Taking ideas or concepts you’ve learning in the classroom** and applying them to the work place. This may mean taking principles of good customer service, for example, and applying them at work by changing specific behaviors towards customers
- **Examining the work you are doing by thinking critically** about how you accomplish certain tasks, how you might do them differently, and whether the way you complete the tasks results in the outcomes you desire
- **Working independently in completing complex assignments** that require planning, organizing and implementing new tasks, skills or behaviors
- **Demonstrating skills you’ve learning in the classroom**, like creating a spreadsheet or leading a group counseling session, and doing it in a professional manner with appropriate conduct and vocabulary.

All objectives must be completed in the current semester. More information on the objectives will be provided at the Orientation meeting and can be found on the CWEE website. Your instructor is available to provide you with individual assistance with your objectives, as well. You must complete one Objectives form for each objective, and they must be completed online. After completing the forms online they must be printed and submitted as hard copies after they have been signed by you and your job supervisor.

TIME SHEETS

Monthly Time Sheets must be submitted to the CWEE office by the 5th day of each month for the previous month's work. Your hours **will not count** toward CWEE **unless you are working on objectives approved** by the CWEE instructor. The timesheets can be completed online, and must be printed and signed by you and your supervisor.

If you are paid, you must work 75 hours over the semester for each unit; if you are a volunteer, you must work 60 hours over the semester for each unit.

Units Enrolled:	1 unit	2 units	3 units	4 units
If Paid:	75 hours	150 hours	225 hours	300 hours
If Volunteer:	60 hours	120 hours	180 hours	240 hours

MEETING WITH CWEE INSTRUCTOR

Students are required to meet with the instructor at least once each semester. The Orientation meeting can satisfy this requirement; however, if your initial draft of your Objectives is not approved, or if you are not making satisfactory progress in meeting your Objectives, you may be required to meet with the instructor additional times during the semester. You will be notified by your instructor if this is the case.

SELF EVALUATION

You are required to complete an evaluation of how well you did in attaining your CWEE objectives. Complete one Self Evaluation form for each Objective by answering the questions on the form. This will be done at the end of the semester (by the due date). After completing the Self Evaluation form online, be sure to print out a copy, sign it and have your supervisor sign it before turning it in to the CWEE office.

CWEE "PROJECT"

General CWEE students (those enrolled in CED 50 or CED 195) are required to complete a project directly related to career assessment or job readiness skills. *Occupational* CWEE students do NOT have to complete a project. More information regarding the requirements for the project for CED 50/195 students can be found in the packet or on the web site, and will be explained in detail at the Orientation. The project must be submitted on or before the due date indicated on the Course Schedule

EMPLOYER EVALUATION

Your CWEE instructor will be meeting with your employer/supervisor at some point during the semester to provide the employer with an orientation to the CWEE program (if necessary) and to obtain a "progress report". Be sure to keep your supervisor informed of your progress regarding your learning objectives. At the conclusion of the semester your supervisor will complete a one-page evaluation. This Employer Evaluation is an important part of your final grade, and must be signed by the supervisor and returned to the CWEE office before the end of the semester. You will not have to do anything with the Supervisor Evaluation form other than to inform the supervisor of your progress and to remind the supervisor to complete the evaluation.

CHANGES IN YOUR CONTACT INFORMATION OR EMPLOYMENT

If there are any changes in your mailing address, phone number, place of employment or supervisor, you must contact the CWEE office immediately with that information. If the CWEE instructor is unable to contact you or your supervisor, your grade may be seriously affected or you may be dropped from the course.

REMEMBER:

REFER TO THE CWEE WEBSITE IF YOU HAVE QUESTIONS, OR CALL THE CWEE OFFICE AT 468-3047 (Ukiah/Willits) or 263-4944 (Lakeport).

HERE'S TO YOUR SUCCESS!



Mendocino College Cooperative Work Experience Education

CREATING LEARNING OBJECTIVES

A *learning objective* is a specific and measurable goal. A “SMART” learning objective is one that is **Specific, Measureable, Achievable, Relevant, and Time-based**. It is a statement of *what you will know or what you will be able to do* when you’ve completed your CWEE course. By completing a learning objective you will **learn** a new skill, **develop** a new work habit or **gain** new information.

Learning objectives are established by the student in collaboration with the direct work supervisor and the CWEE instructor. They must be approved by both your work supervisor and CWEE instructor.

AN OBJECTIVE MUST BE:

A NEW LEARNING EXPERIENCE: This means acquiring new information or developing a new skill, or significantly improving your current knowledge or skills. Your objective cannot be a repetition of some task or skill that you have already mastered. For example, “enter all new customer data in a customer data base” is not an acceptable objective if you already know how to do this. However, if you have never done this, it could represent a new learning experience for you, in which case it would be an acceptable objective. You cannot repeat objectives from prior CWEE courses *unless* you are revising or expanding the objective in some significant way.

UNDERSTANDABLE: The statement of what you intend to accomplish should be written in basic terms and generally be no more than one sentence. Technical terminology is appropriate if it is understandable to both the student and the work supervisor.

MEASURABLE: There should be some observable outcome(s) that result from your having accomplished this objective. There will be an end-product or a behavioral change that the employer can observe and evaluate. If your objective is to “demonstrate the ability to effectively and efficiently enter data in a customer data base”, then one outcome would be “an accurate and up-to-date database approved by my supervisor”. Using words like “demonstrate”; “complete”; “develop”; “implement”; or “revise” in your statement of what you intend to accomplish will result in an outcome that can be measured. Words like “learn”; “know” or “understand” relate to internal changes that are more difficult for an employer to measure.

COLLEGE-LEVEL: The objective must be challenging, just as you would expect in a college course. “College-level” learning means:

- **Taking ideas or concepts you’re learning in the classroom** and applying them to the work place. This may mean taking principles of good customer service, for example, and applying them at work by changing specific behaviors towards customers. This demonstrates your ability to understand and apply principles which enable you to adapt to new work situations
- **Demonstrating skills you’re learning in the classroom**, like creating a spreadsheet or leading a group counseling session, and doing it in a professional manner with appropriate conduct and vocabulary. This demonstrates your ability to use skills and vocabulary consistent with higher levels of education.
- **Examining the work you are doing by thinking critically** about how you accomplish certain tasks, how you might do them differently, and whether you achieve the outcomes you desire. This demonstrates your use of critical thinking and problem-solving skills
- **Working independently in completing complex assignments** that require planning, organizing and implementing new tasks, skills or behaviors. This demonstrates initiative and requires the use of critical thinking, problem solving, communication and teamwork skills.

ACHIEVABLE: you must be able to complete the objective by the end of the semester.

WRITING YOUR OBJECTIVE

For each objective, you must answer the following questions:

1. What are you attempting to accomplish?
2. How will the attainment of the objective be measure?
3. What is the specific learning process you will take to accomplish this objective?
4. When will the objective be completed?

WHAT ARE YOU ATTEMPTING TO ACCOMPLISH? What do you wish to learn, or in what way do you want to improve? At the end of the semester, this is what you will have attained. Start with words like “The ability to...” or “The completion of...” Use [action words](#) (see list below)

Example: My objective is gain the ability to accurately and efficiently review and approve invoices

HOW WILL ATTAINMENT OF THE OBJECTIVE BE MEASURED? What are some observable outcomes that will result from your having accomplished this objective? What end-product or behavioral change will the employer be able to observe and evaluate? What will be the “proof” you accomplished what you set out to do? If the objective is a behavioral one, e.g., “improve customer service skills”, then evidence of attainment can be based on your supervisor’s and coworkers’ observations of your demonstration of specific new behaviors. Use words from the [measurement words list](#) (below).

Example: My supervisor will observe that all invoices are accurately sorted, coded and priced, on time and according to her standards

WHAT WILL BE YOUR LEARNING PROCESS TO ACCOMPLISH THIS OBJECTIVE? What are the [specific learning steps](#) involved in attaining the objective? There must be a clearly defined and outlined “college level” learning process. You should indicate the ways in which you will conduct research, ask questions, receive instructions, be provided with demonstrations, observe others, etc. The following four steps define a typical learning process:

1. **Obtain information** (read an operator’s manual, read an online tutorial, watch a video, attend a training session or workshop);
2. **Observe** an experienced co-worker or supervisor demonstrate the skill, or review examples of properly completed work;
3. **Be observed** by an experienced co-worker or supervisor and receive direction, correction and feedback. Or, have your supervisor review your work and provide you with instructional feedback.
4. **Practice**, with observation, review and feedback as needed.

Use [words describing a learning process](#) from list, below

Example:

- *Observe supervisor reviewing invoices; take notes on the procedure and critical things to look for*
- *Review invoices under observation of supervisor; receiving feedback and making adjustments as needed.*
- *Research individual invoices, match invoice amount to previously agree pricing, properly code to expense and adjust invoices if necessary*
- *Continue to seek supervisor’s review and feedback*

WHEN WILL THE OBJECTIVE BE COMPLETED? All objectives must be completed by or before the end of the semester

ACTION WORD LIST

Activate	Create	Instruct	Remove
Adjust	Decrease	Insert	Repair
Aid	Define	Introduce	Replace
Analyze	Deliver	Investigate	Report
Apply	Demonstrate	Learn	Reproduce
Arrange	Describe	Lengthen	Research
Articulate	Design	Limit	Restructure
Assemble	Detect	List	Review
Assist	Develop	Locate	Revise
Build	Direct	Maintain	Rewrite
Calculate	Display	Match	Select
Categorize	Devise	Modify	Separate
Change	Edit	Monitor	Set up
Check	Establish	Motivate	Simplify
Collect	Estimate	Obtain	Summarize
Combine	Evaluate	Perform	Supervise
Communicate	Expand	Permit	Train
Compare	Explain	Place	Translate
Compile	Gain	Plan	Transfer
Complete	Identify	Process	Update
Compose	Illustrate	Produce	Verbalize
Compute	Implement	Provide	Verify
Conduct	Improve	Prepare	Write
Construct	Increase	Rearrange	
Contrast	Indicate	Record	
Convert	Inspect	Recruit	
Coordinate	Institute	Reduce	

MEASUREMENT OF ATTAINMENT WORDS

Accuracy	Cross-checking	Inventory checks	Reductions
Client/customer feedback	Drills	Invoices	Review
Company evaluations	Meeting standards	Observation	Sale receipts
Comparisons	Improved performance	Participants' review	Surveying
Co-worker feedback	Increased accuracy	Program review	Testing Verification
Control process	Increased efficiency	Progress report	
Critique	Increased safety	Quizzing	

WORDS DESCRIBING A LEARNING PROCESS

Adapting classroom knowledge	Investigating	Seeking information
Analyzing	Observing	Seeking input
Applying new/current skills	One-to-group sessions	Studying
Asking	One-to-one session	Surveying
Assisting	On-the job training	Using a journal or report
Attending meeting/workshops	Operating	Training
Consulting	Organizing information	Trial and error
Customer response	Participation planning	Updating
Demonstration	Practicing	Visitations
Experiencing	Reading	Using necessary materials
Following policies & procedures	Receiving	Working with co-workers
Gathering information	Recording	
Increased communication	Researching	
Increased product knowledge	Reviewing	
Interpreting	Obtaining feedback	

MENDOCINO COLLEGE
COOPERATIVE WORK EXPERIENCE EDUCATION

SAMPLE OBJECTIVES

GENERAL WORK EXPERIENCE

Statement of Objective	How Attainment Will Be Measured	Learning Process
Demonstrate effective time management skills	<ul style="list-style-type: none"> Absence of or significant reduction in tardiness/absences. Completion of tasks in expected time frames. A detailed schedule of work activities, approved by my instructor Lowered sense of stress and anxiety. 	<ul style="list-style-type: none"> After a discussion with my supervisor, I will create a schedule for work tasks and follow it; I will review it weekly and adjust as needed Create a personal schedule to allow myself to prepare for and arrive at work on time Create a list of work duties and situations that take longer to complete than expected; review with supervisor and make adjustments in my approach, as needed
Demonstrate effective customer service skills	<ul style="list-style-type: none"> Positive feedback from supervisors and co-workers regarding my interaction with customers. Positive customer evaluations (response cards; secret shopper surveys, etc.) Demonstration of initiative by engaging with customers without prompting or solicitation. Accurately answering customer's questions without referring the customer to another employee. 	<ul style="list-style-type: none"> Read literature on positive customer service; identify, in writing, strategies to improve skills; implement one new strategy every week under observation of supervisor/coworkers; obtain feedback and implement suggestions for improvement. Keep a journal on customer interactions to identify difficult situations; review responses with supervisor; implement suggestions for change and note outcomes in journal and in discussion with supervisor.
Demonstrate the ability to work effectively as a team member	<ul style="list-style-type: none"> By the observations of supervisors and team members of increased cooperation and communication, with minimal unproductive conflict 	<ul style="list-style-type: none"> Discussions with supervisor and team members regarding their understanding and expectations of teamwork Read literature/ obtain other sources of information on how to be an effective team member. Identify 3 strategies and discuss them with supervisor before implementing them. Maintain a journal of my attempts to engage in teamwork and the outcomes - share this and discuss with supervisor;
Manage stress related to my job effectively	<ul style="list-style-type: none"> Positive change in a stress rating index; Observations of supervisor and co-workers that I am more relaxed, friendly and effective in the performance of my duties 	<ul style="list-style-type: none"> Complete a stress analysis related to my job; Identify 3 stressors related to my job and develop a healthy response to the stressors; Maintain a journal on my attempts to manage stress and the outcomes - share this with my supervisor
Effectively and efficiently operate all equipment needed to perform my job <i>[you could specify a particular piece of equipment, depending on the complexity of operation]</i>	<ul style="list-style-type: none"> By using the equipment in a way that gets desired results with minimal waste and malfunctions, as noted by my supervisor and coworkers. 	<ul style="list-style-type: none"> Reading pertinent operators manuals and/or policies/procedures for each piece of equipment I will be using Observe coworkers use of equipment, using the equipment under observation until I am able to do so efficiently and effectively, then using the equipment on my own without the need for assistance.
Effective, professional oral	<ul style="list-style-type: none"> Observations of supervisor and 	<ul style="list-style-type: none"> Read literature on effective

communication skills	coworkers that I can: <ul style="list-style-type: none"> ➤ express myself in a concise and clearly understandable manner, with minimal misunderstandings; ➤ ask pertinent questions to ensure that I understand what is expected of me; ➤ provide feedback to others in a way that is objective and promotes productive communication. 	communication; identify 3 strategies to improve skills and discuss these with my supervisor; implement these under observation of supervisor/coworkers; obtain feedback and implement suggestions for improvement. <ul style="list-style-type: none"> • Keep a journal on my interactions with coworkers and supervisors and identify ways I could have responded more effectively; discuss with supervisor
Ability to <i>[specify a particular task or function]</i>	<ul style="list-style-type: none"> • Ability to complete or perform <i>[particular task or function]</i> accurately, effectively and efficiently, according to supervisor's feedback. • <i>[The measurement should also include some tangible material or behavioral evidence of the ability to perform the task or function]</i> 	<ul style="list-style-type: none"> • Read instruction manuals • Observe coworkers or supervisor performing the task or function • Performing the task or function under observation of coworkers or supervisor; receiving feedback and making adjustments as needed • Performing the task or function on my own without error
Increase efficiency in <i>[specific task or function]</i>	<ul style="list-style-type: none"> • Completion or performance of <i>[task or function]</i> with fewer errors • Completion or performance of <i>[task or function]</i> with less waste • Completion or performance of <i>[task or function]</i> in less time 	<ul style="list-style-type: none"> • Observe a coworker or supervisor who is efficient in task or function and take notes and ask questions on how this was performed • Perform task or function while observed by coworker or supervisor ; receive feedback on how I might improve my efficiency; implement changes • Practice task or function regularly, under observation whenever possible
Increase safety in <i>[specific task or function]</i>	<ul style="list-style-type: none"> • Compliance with safety rules, as observed by my supervisor • Completion or performance of <i>[task or function]</i> without injuries to myself or others 	<ul style="list-style-type: none"> • View safety videos pertaining to task or function • Read literature on safe completion of task or function • Discuss potential hazards related to task or function with supervisor and coworkers and identify ways to avoid those hazards • Practice task or function under observation to receive feedback on safety considerations



Mendocino College
COOPERATIVE WORK EXPERIENCE EDUCATION

LEARNING OBJECTIVE APPROVAL FORM

Refer to the CWEE website for information on identifying and writing your learning objectives. All students achieve a number of learning objectives corresponding to the number of units attempted (one objective for 1 unit, two objectives for 2 units, etc.). The Learning Objectives form must be **completed on-line**. You can use this form to prepare a draft for review by your work supervisor instructor prior to submitting your draft on-line.

**** YOUR OBJECTIVE IS NOT FINAL UNTIL IT IS APPROVED BY YOUR CWEE INSTRUCTOR**

OBJECTIVE # _____: (use one sheet for each objective)

WHAT ARE YOU ATTEMPTING TO ACCOMPLISH? *(What do you wish to learn, or in what way do you want to improve? At the end of the semester, this is what you will have attained. Start with words like "The ability to..." or "The completion of...").*

HOW WILL ATTAINMENT OF THE OBJECTIVE BE MEASURED? *(What observable evidence will exist indicating that you have attained the objective? What will be the "proof" you accomplished what you set out to do? What will be the measurable outcomes of attaining your objective?).*

WHAT WILL BE YOUR LEARNING PROCESS TO ACCOMPLISH THIS OBJECTIVE? *(What are the specific steps involved in attaining the objective? There must be a clearly defined and outlined "college level" learning process. You should indicate in what ways you will need to conduct research, ask questions, receive instructions, be provided with demonstrations, observe others, etc.)*

WHEN WILL THE OBJECTIVE BE COMPLETED? *(All objectives must be completed by or before the end of the semester)* _____

**** YOUR OBJECTIVE IS NOT FINAL UNTIL IT IS APPROVED BY YOUR CWEE INSTRUCTOR**



Mendocino College
COOPERATIVE WORK EXPERIENCE EDUCATION

MONTHLY TIME SHEET

Time sheets are due by the 5th day of each month for the previous month's work. You **MUST TOTAL** your hours before submitting the form (the e-form on the CWEE website will automatically total your hours for you). You may fax a copy to meet your deadline, but the original with signatures must be mailed or hand delivered to the CWE office as soon as possible. UkiahWillits fax: 468-3120; Lakeport fax: 263-1908

Name of Student: _____ Date Submitted: _____

Business Name: _____ Report for month of: _____

Date	No. hours Worked	Date	No. hours Worked
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16	MONTHLY TOTAL:		

I certify that I have worked the hours indicated above.

STUDENT'S SIGNATURE

DATE

EMPLOYER'S SIGNATURE

DATE



MENDOCINO COLLEGE
COOPERATIVE WORK EXPERIENCE EDUCATION

CED 50/CED 195 (General Work Experience) Projects Guidelines

All students enrolled in CED 50 or CED 195/General Work Experience must do ONE of the following assignments in addition to completing their CWEE objective(s):

OPTION #1:

Complete a career survey using the on-line "Career Cruising" program.

1. Go to <http://www.careercruising.com>
2. Enter username: mendocino and password: ukiah
3. Under "portfolio login" on the left, click on "create a new portfolio"
4. After creating your portfolio, click on "Matchmaker" found on the top navigation bar.
5. Enter your name and then click on "start a new career matchmaker session"
6. Answer the questions, then save your results to your portfolio
7. If the careers that are listed for you do not appeal or make sense to you, under "Improve results" on the left click on "answer more questions" and then save the results to your portfolio.
8. Choose 2 careers and, after clicking on the links to the careers, read the job descriptions, working conditions, etc. by clicking on "printer friendly report" on the bottom left of the page. Then write a brief (1/2 to 1 page) analysis of the career and why the career is or is not right for you.
9. On the top navigation bar, click on "portfolio". In your portfolio, on the left, click on "printer friendly version" and then "printer friendly report". Print the report.
10. Submit the printed portfolio report and your written analysis to your instructor by the CWEE Project due date.

OPTION #2:

Complete the "Resume Builder" section of the "Career Cruising" program.

1. Go to <http://www.careercruising.com>
2. Enter username: mendocino and password: ukiah
3. Under "portfolio login" on the left, click on "create a new portfolio"
4. After creating your portfolio, you will be in the Portfolio home page. Click on the "Resume Builder" tab on top of the navigation bar on the left of the page.
5. Enter the appropriate information after clicking on each of the buttons on the left navigation bar.
6. Click on "format and view" at the bottom of the navigation bar on the left of the page. Complete your formatting and then print a copy.
7. Submit a copy to your instructor by the CWE Project due date.

OPTION #3:

Attend one Career Center Workshop and write a one-page essay that includes:

- Who the presenter was
- The main points of the workshop
- What was of most interest to you
- How you will apply the information you received at the workshop

**Mendocino College Cooperative Work Experience Education
TRACKING/GRADE SHEET**



Name: _____

Semester: SPRING 2009

Assignment	Date(s)	Comments	Points		Point Breakdown	Student Points
			O	G		
ORIENTATION			20	20	Attends orientation scheduled at the beginning of the semester or within 2 weeks of enrollment: 20 points	
APPLICATION	1 st draft:		15	15	Complete 9 pts; Neat 3 pts On time 3 points	
	Final Version:					
JOB DESCRIPTION			10	5	Complete 5 pts; On time 5 pts.	
OBJECTIVE(S)	1 st Draft:		25	25	Follows guidelines 15 points Appropriate to job 5 points On time 5 points	
	2 nd Draft		15	15	Responsive to instructor's feedback 10 pts; On time 5 pts	
	Signed Version					
TIME SHEETS (signed by supervisor with hours added up)			20	20	On time 10 points Complete (hours totaled; signatures)10 points	
EMPLOYER VISIT						
SELF EVALUATION (one for each objective)			50	50	On time 5 points; Insightful 25 points Thoroughly addresses each question 20 pts	
PROJECT (CED 50, CED 195)				15	On time 5 points Comprehensive 10 points	
Meeting with instructor			15	15	Responsive to Instructor's request for meeting 10 points Thorough, insightfulness of discussion 15 points	
Employer Evaluation			60	50	Occ: 90 x 0.67 Gen: 90 x 0.56	
Grading Scale			230		A=207-230; B=184-206 C=161-183; D=138-160	
TOTAL POINTS/GRADE						



Mendocino College
COOPERATIVE WORK EXPERIENCE EDUCATION

STUDENT SELF EVALUATION

Refer to the CWEE website for information on completing the Self Evaluation. The Self Evaluation form must be **completed on-line**. You can use this form to prepare a draft prior to submitting a copy on-line. When completed, the on-line form must be printed and then signed by you and your supervisor.

In the spaces provided, write the objective as it was approved by your CWEE instructor. Then, answer the questions that follow. Use one form for each objective.

Objective # _____: _____

What did you actually accomplish? (“I completed...”; “I improved...” etc.) If what you accomplished differed from your *intended* learning objective (as approved by your instructor), explain how and why: _____

What specific steps did you take to complete this objective? What was the *learning process* involved? (“I read”; “I practiced”; “I interviewed”; “I observed”; etc.) Include all your learning activities. If the learning process differed from your *intended* learning process (as approved by your instructor), explain how and why: _____

What was the most significant improvement in your skills or knowledge that resulted from completing this objective? What did you actually learn? _____

What difference did the completion of this objective make (in how you do your job; your relationship with your supervisor/coworkers; in how you feel about yourself; in your potential for promotion or new job opportunities, etc.): _____



MENDOCINO-LAKE COMMUNITY
COLLEGE DISTRICT
WORK EXPERIENCE EDUCATION EVALUATION

NOTE: Do not write your name on this evaluation. Fill out and return with your last time card.

I ENROLLED:

Because it was required	Yes	No
To earn credit towards a certificate or degree	Yes	No
To qualify for financial aid	Yes	No
To earn credits to transfer to another college	Yes	No
To improve myself as an employee	Yes	No

I LEARNED ABOUT THE PROGRAM:

On-campus publications	Yes	No
Off-campus publications	Yes	No
College catalog	Yes	No
Friends	Yes	No
Teachers/Coaches.....	Yes	No
Employer	Yes	No
Counselors	Yes	No
Work Experience Instructor's classroom presentations.....	Yes	No
Other (specify) _____		

MY INSTRUCTOR:

My Instructor is: _____

Was she/he available when needed	Yes	No
Made a favorable impression on my employer	Yes	No
Was she/he helpful	Yes	No
I met with my Instructor _____ times and other staff _____ times.		

THE PROGRAM:

Was your enrollment in Work Experience Education valuable or beneficial to you?.....	Yes	No
Do you plan on enrolling in Work Experience Education in the future?.....	Yes	No
After attending orientation, did you understand the program and its requirements?	Yes	No
Was the Student Self-Evaluation helpful in identifying what you accomplished while enrolled in Work Experience Education?.....	Yes	No
Did Work Experience Education contribute to your receiving any increased responsibility or promotions?	Yes	No
As a result of the Work Experience Program, did you receive a salary increase?	Yes	No
As a result of Work Experience Education did you improve communication with your Supervisor concerning your job performance?	Yes	No

What recommendations do you have that would make the program more valuable to you? Please use the back of this form to write your suggestions.



MENDOCINO COLLEGE COOPERATIVE WORK EXPERIENCE EDUCATION

Evaluation of Work Performance

Student: _____ Supervisor: _____

Place of Employment _____ Date of CWEE _____
Instructor Visitation: _____

As the employer or supervisor of the student, please evaluate the person as an employee in your workplace. Your evaluation comprises a significant part of the student's final grade. Any recommendations, comments, and helpful hints will be used by the College to provide feedback to the student and make improvements in the program.

EXCELLENT	VERY GOOD	ACCEPTABLE	NEEDS IMPROVEMENT	UNACCEPTABLE
A	B	C	D	F
10	8	6	4	0

PERSONAL APPEARANCE: Dresses appropriately. The student meets standards for the job. _____

HUMAN RELATIONS: Is cooperative, helpful, courteous and friendly to customers, associates, supervisors, and works well with others. _____

ATTITUDE: Uses mature judgment. Uses own initiative; is sincere, has appropriate work habits, and follows directions. Accepts suggestions, responsibility and shows satisfactory ability to learn. _____

WORKMANSHIP AND SKILL: Strives for improvement; shows thoroughness, accuracy, and precision in detail. _____

DEPENDABILITY: Meets deadlines, is punctual, and reliable. _____

MEASURABLE OBJECTIVES: *(Student may have only 1 or up to 8 objectives. Refer to the student's approved "Student Objectives" forms, attached)*

Achievement of Objective No. 1 _____

Achievement of Objective No. 2 _____

Achievement of Objective No. 3 _____

Achievement of Objective No. 4 _____

OVER-ALL POINTS: (total of the above points) _____

MISCELLANEOUS: What does the employee need most to achieve his/her potential? _____

SUPERVISOR'S Signature

Date

INSTRUCTOR'S Signature

Date

Cooperative Work Experience Education Contact Information

Ukiah

Cooperative Work Experience Program Assistant		
Tereise VanWyhe	(tvanyhe@mendocino.edu)	707.468.3047
Cooperative Work Experience Program Director		
Dan Jenkins	(djenkins@mendocino.edu)	707.468.3020
Dean of Instruction		
Virginia Guleff	(vguleff@mendocino.edu)	707.468.3014
Vice President of Education and Student Services		
Meridith Randall	(mrandall@mendocino.edu)	707.468.3010
Superintendent/President		
Kathy Lehner	(klehner@mendocino.edu)	707.468.3071
Counseling		707.468.3048

Lakeport Center

Cooperative Work Experience Instructor		
Liz Weiss	(eweiss@mendocino.edu)	707.468.3000 x 4004 707.263.4944
Dean of Instruction		
Mark Rawitsch	(mrawitsc@mendocino.edu)	707.468.3084 707.263.4944
Counseling		
Shannon McCulley	(smcculle@mendocino.edu)	707.468.3084 707.263.4944

Willits Center

Cooperative Work Experience Instructor		
Dan Jenkins	(djenkins@mendocino.edu)	707.468.3020 707.459.6224
Dean of Instruction		
Mark Rawitsch	(mrawitsc@mendocino.edu)	707.468.3082 707.459.6224
Counseling		707.468.3082 707.459.6224

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CWEE: www.mendocino.edu – “for students” – “work experience”